



**DEVELOPMENT SERVICES DEPARTMENT
INSPECTION DIVISION
1400 SCHERTZ PARKWAY
SCHERTZ, TEXAS 78154-1634
(210) 619-1750, FAX (210) 658-9627**

WHEN IS A BUILDING PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, demolish, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Inspection Dept. This regulation applies to all structures or improvements, residential, commercial or industrial, temporary or permanent.

WHO CAN OBTAIN A BUILDING PERMIT?

A homeowner may obtain his own permit for improvements at his residence or other residential property he owns. Home improvement or General Contractors, properly licensed, insured for at least \$250,000.00 with the city may also obtain permits. General Contractors must obtain permits for most commercial work.

HOW DO I OBTAIN A BUILDING PERMIT?

1. Complete and submit a building permit application to the Inspection Department. Application forms may be obtained from the Inspection Department or go to "www.schertz.com".
2. Residential – Submit two sets of stamped architecture sealed plans to include:
 - a. Type of proposed construction.
 - b. Type of foundation.
 - c. Square footage of improvement.
 - d. Elevation of improvement.
 - e. Distance to property lines (5 ft from side property line, 3 ft from back property line.)
 - f. Electrical, mechanical, plumbing plan, if applicable.
 - g. Plot or site plan including existing structures and proposed construction
3. Secondary buildings (Detached garage, greenhouse, pool house, carports, tool and/or storage shed, workshop) required one set of plans:
 - a. Type of proposed construction.
 - b. Type of foundation.
 - c. Square footage of improvement.
 - d. Elevation of improvement.
 - e. Distance to property lines (5 ft from side property line, 3 ft from back property line, 10 ft from the most outer part of the home.)
 - f. Electrical, mechanical, plumbing plan, if applicable.
 - g. Plot or site plan including existing structures and proposed construction if no plot or site plan is available a drawing to scale will be accepted.
4. Commercial – Submit three sets of plans to include the same requirements as residential, in addition to the following:
 - a. Driveway approach/access plan.
 - b. Parking plan with handicap parking identification.

Additional information may be requested during plan review and as it may apply to the proposed project.

Plans must be drawn to scale, dimensioned and of sufficient clarity to be legible.

Some projects may require certification by a Texas licensed engineer or architect and/or as determined by the Building Inspector.

HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?

The amount of time varies based on the complexity of the project.

A residential addition, enclosure or remodel can be issued within two or three working days.

Plan review for new construction is as follows:

1. Residential – 2 weeks
2. Commercial – 3 to 4 business weeks

Plan review for commercial additions, renovation or remodel is approximately 3 to 4 business weeks, provided review by a civil engineer is not required.

WHAT IS THE COST OF A BUILDING PERMIT?

Most Permit fees are based on cost of construction of the project so be prepared to provide an estimate of construction.

1. \$20.00 for the first \$1,000.00 of materials
2. \$ 6.00 for each additional \$1,000.00 of materials.
3. Plan Check Fees are ½ of the permit fee or a fraction thereof.

ARE INSPECTIONS REQUIRED?

Yes. Depending on the type of project and the complexity, there may be several inspections. You will be advised as to the necessary inspections regarding your project at the time your permit is issued.

A permit is good for 6 months. An extension for 6 months may be issued upon written request



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BUILDING PERMIT APPLICATION

PLEASE TYPE OR PRINT CLEARLY

JOB ADDRESS:			COUNTY:
ZONING:	BLOCK:	LOT:	SUBDIVISION:
OWNER:	ADDRESS, CITY, ST, ZIP:		PHONE:
CONTRACTOR:	ADDRESS, CITY, ST, ZIP:		PHONE:
			CONTRACTOR'S FAX #
ARCHITECT:	ADDRESS, CITY, ST, ZIP:		PHONE:
ENGINEER:	ADDRESS, CITY, ST, ZIP:		PHONE:
USE OF BUILDING OR STRUCTURE:			

CLASS OF WORK: NEW ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ MOVE ☐ REMOVE ☐

DESCRIBE WORK: HOUSE PLAN (AND/OR) MODEL NUMBER:				
VALUE OF WORK:	CONSTRUCTION TYPE:	OCCUPANCY:	TOTAL SQ. FT.	NUMBER OF STORIES:
NUMBER OF ROOMS:	MAX OCCUPANCY LOAD:			

NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, AND MECHANICAL. THIS PERMIT BECOMES NULL AND VOID WITHIN 6 MONTHS OF ISSUANCE. ANYONE HOLDING AN UNEXPIRED PERMIT MAY APPLY FOR A ONE-TIME EXTENSION, IN WRITING FOR AN ADDITIONAL 6 MONTHS. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT AND DATE

SIGNATURE OF OWNER (IF OWNER IS BUILDER) AND DATE

7-13-2007 DP

FOR DEPARTMENT USE ONLY

PERMIT NUMBER: _____

PERMIT FEE: _____

PLAN CHECK FEE: _____

WATER FEES: _____

SEWER FEES: _____

TOTAL FEES: _____

APPLICATION ACCEPTED BY _____ **DATE** _____

APPROVED BY _____ **DATE** _____